

CHELSEA GARDENS - LMS 1416

www.chelseastrata.com E-Mail: ross@crpm.ca or chelseacouncil@crpm.ca

COUNCIL MEETING MINUTES – TUESDAY, DECEMBER 20, 2016 – 1:00 PM CLUBHOUSE LIBRARY

STRATA COUNCIL - 2016/2017

PRESIDENT

Bernice Hutton - TH-149

VICE-PRESIDENT

Zenon Jalbert – TH-202

SECRETARY

Bob Hurley - W-122

TREASURER

Victor Monasch- T153

COUNCIL MEMBERS AT LARGE

Garry Kirkland - K-405

Gordon Yamashita - K202

Zenon Jalbert - TH-202

LANDSCAPING/SECURITY

Charlie Sweet-W227

MAINTENANCE/LIAISONS

Garry Kirkland - Townhouses

Gordon Yamashita – Apartments

SOCIAL LIAISON

Bob Hurley

RV COMMITTEE LIAISON

Gordon Yamashita

APARTMENT LIAISON

Gordon Yamashita

TOWNHOME LIAISON/MAINTENANCE

Garry Kirkland

CLUBHOUSE EXERCISE ROOM/WORKSHOP

/BRING FORWARD

Zenon Jalbert

FOUNTAINS/PONDS

Bob Hurley

CLUBHOUSE OFFICE

Valerie Morris

M, TU, TH, and F - 11:00 ARE to Noon

Guest suite booking and Keys

CARETAKERS

(7:00 ARE-3:00 PM-Monday-Friday)

John Unger - (604) 834-4578

(5:00 PM-7:00 AM Monday-Friday)

(7:00AM-1:00PM Saturday)

Nights/weekends – Valerie Morris

(604) 834-4578

STRATA MANAGER

Ross Ruddick

Gerry Blanchard

E-Mail: ross@crpm.ca

CROSSROADS MANAGEMENT LTD.

1011, 7445 132ND STREET,

SURREY, B.C. V3W 1J8

Phone: (778) 578-4445

Fax: (778) 578-4447

EMERGENCY CONTACT

24 HOUR SERVICE (778) 578-4445

****MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED****

ATTENDANCE:

Bernice Hutton

Victor Monasch

Garry Kirkland

Zenon Jalbert

Charlie Sweet

Gordon Yamashita

REGRETS

Bob Hurley

Ross Ruddick, Strata Manager

Jesse Train, Assistant to the Strata Manager

(1) CALL TO ORDER

The meeting was called to order at 1:00 PM by Bernice Hutton, President and a quorum being present.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to adopt the minutes of the November 24, 2016 council meeting as circulated.

CARRIED

(3) CARETAKER'S REPORT – OCTOBER

Caretaker report for Dec. 2016: John Unger

December has been an interesting month to say the least. The Kensington had a false fire alarm to which most of the owners responded congregating at the front door muster station. It did show how quickly everyone responded and gives confidence that the process works and as an aside some of you do have very nice pj's.

Lighting issues are being addressed at the Mayfair and residents should see improvement immediately. There are some areas in the condos that had sensor issues but they have been resolved. If you still feel the response is not quick enough when approaching your vehicle please let me know so we can let Stable Electric know. Crack sealing is now complete in the Kensington and Mayfair after some intense drilling into the concrete.

It has been a busy month as our backs can all attest to. Snow and more snow. Thanks to Barry for fixing the plough. It made my life easier. We still have a couple of drain issues that need to be resolved by Edenflo and they are aware of what needs to be done. Snow on the roof and mixture of rain can make for tremendous weight so if you begin to see leaks or hear cracking sounds please monitor carefully and let me know. The fountains have provided us with some picture opportunities and other than one we had to shut down were kept running to eliminate pipe issues. Thanks to Jesse at CrossRoads for resourcing a very rare pallet of Ice Melt alleviating concern over ice buildup on paths and walkways. Rona did us some huge favors by going against policy and setting aside two full pallets for us in total. Thanks to Sean and Mitch and their crews for the great job they did of keeping our roadways and walkways clear of snow.

We have had some issues with windows in the Kensington and Windsor which have been worked on but will also have to be monitored to make sure that repairs were done to satisfaction.

We are trying a new Pest Control Company and they have the honor of trying to defeat the ongoing ant issues. With the radiant heat on the ants have started to become active again. There will be 10 townhomes that will be addressed and the treatment they would like do requires the homeowners to be out for 4 – 6 hours. This is an aggressive treatment but necessary given the nature of our problem. If you are not capable of doing this there are other methods of control that can be talked about with the technician.

Everyone's support and help are greatly appreciated and if it weren't for people stepping up to volunteer services the job would be overwhelming. I have finished my 6 month review and I'm still here so thanks to Crossroads and council members for all the support and assistance they have given me. Many more items that need to be addressed but with time we will persevere. Thanks to all and a Merry Christmas from myself and family.

EVENING AND WEEKEND CARETAKER REPORT

This month has been busy taking care of the snow and salting issues. I myself have no issues to report this month. I would like to thank everyone who has welcomed me and made Chelsea my home. Wishing everyone a Merry Christmas and a Happy New Year.

Thanks
Val

(4) FINANCIAL REPORT

The Financial Report ending November 30, 2016 was reviewed by the Treasurer. We are still tracking well on the budget in all expense categories. It was **MOVED** and **SECONDED** to approve the financial statements ending November 30, 2016. **CARRIED**

(5) BUSINESS ARISING FROM THE MINUTES

- a. **Lighting Retrofit** – The Electrician has done some adjustments and installation of new lights that have brightened the Mayfair parking garage considerably. He is still in the process of re adjusting the sensors in the Kensington so the lights turn on before you get to your vehicle not when you are standing beside it.

- b. **Entrance Bricks** – Due to the weather the bricks have still not been attended too, once all the snow has melted and the temperature rises the work will commence.
- c. **Developer Approved parking** – Council would like to thank Maureen Ruddick and Val Morris for all the work they have done on the parking. It has been a frustrating process as there were a number of strata owned stalls being used by owners and these have been corrected. One correction is required as the original assignment by the developer was in error. It was **MOVED** and **SECONDED** to assign Windsor parking stalls #91 and #92 to unit #W329. **CARRIED**
- d. **Retaining Wall and Visitor Parking** – The retaining walls that are located around some of the visitor parking stalls are starting to deteriorate, some areas being simple fixes and other areas requiring more extensive work. We are still waiting for quotes.
- e. **Clubhouse Canopy leak** – The leak in the Clubhouse has not been addressed due to weather conditions but we have reached out to a new contractor that can do the required work as soon as possible.
- f. **Trench TH152 – Pipe collapsed** – The pipe that has collapsed has had a temporary fix to mitigate the problem for now. More extensive work will be done early January.
- g. **Pest Control** – The resident caretaker was not happy with the quality of work being done by our pest contractor and requested that the strata manager find a new company. It was **MOVED** and **SECONDED** to accept the quote provided by ATLAS pest and wildlife control. They will implement a regularly scheduled pest control program in order to address the current pest problems around the property and any other pest concerns that may arise in the future. Their service includes the installation and regular service of tamper-resistant rodent bait stations around the property and other “hot” spots on-site. This will create an exterior perimeter against rodents before they can become a problem inside the buildings. The stations will contain bait that will cause the rodents to perish when consumed. **CARRIED**
- h. **Mechanical Contractor** – Our regular service contractor from Trotter Morton was off on sick leave and the replacement technician lacked the complete knowledge of our systems. The Strata Manager has called Trotter and has requested them to have a dedicated and trained back up for Chelsea Gardens in the event of a future situation similar to this. The Strata Manager also requested that one invoice be reviewed by the company.

(6) CORRESPONDENCE

- An owner wrote concerned about the lighting in the Mayfair parking garage. As noted in the “business arising” section above, the electrician has installed new lights and is in the process of adjusting the sensors so they are not blocked by piping and that they come on before you reach your vehicle. It has made a significant difference.
- An owner wrote concerned that the fire department was buzzing several units in an attempt to enter the building. The residents who did not let them in were right in doing so as the caretaker has confirmed that the fire department does have a proper code to access the building and if this happens again to not allow the buzzing individual in to the building unless you physically go down and check if it is the fire department.

- Some owners wrote sending their appreciation for both our caretakers as well to the social committee and residents that volunteered to decorate the clubhouse and the complex.
- An owner was concerned that the “polar bear swim” is an expense in terms of heating the pool for a short period of time. The actual cost is not that much but the Social Committee has decided not to proceed with it this year. They will still have the polar bear gathering on New Year’s day.
- An owner wrote in confused why there was a snow plow here when there was no snow on the roads. This is because the truck was applying salt to the roads to prevent ice from building up as it has been very cold.
- Council received correspondence from a few owners wrote concerned about the Thursday bridge being moved to a different location. A Council member left the meeting while this was being discussed. During the discussion it was noted that the scheduling of various activity groups is determined by the strata council and not the Social Committee. After considerable discussion it was decided to accommodate the new dance group in the Fireside Room on Monday evenings as the Canasta group uses the upstairs card room. The Council member was then brought back into the meeting. It should be noted that this council member did not vote on the original decision to shift the bridge group to upstairs.

(7) COMMITTEE REPORTS

- **APARTMENTS** – The Windsor is having issues with the elevator door being off-level to the lobby floor and potentially being a tripping hazard. The elevator company has been out many times to try and fix this issue but have yet to have success. The Strata Manager is going to get in touch with the elevator company and see why this problem has not been solved.
- **TOWNHOUSES** – No Report.
- **CLUBHOUSE** – The two bikes in the gym are in need of repair. One of them is under warranty and an owner has volunteered to deal with this. The other bike’s tilt adjustment lever is missing a set screw and no longer locks in place. Council **MOVED** and **SECONDED** to accept the quotation from Pumphouse Fitness to have it locked place. **CARRIED**
- **SECURITY AND SAFETY** – The passage of the bylaw regarding the use of security cameras at the last Annual General Meeting requires that a privacy policy be put in place in order to protect the privacy of our owners. The Strata Manager provided Council with a draft of this policy and noted that part of the policy requires the appointment of privacy officers who will be the only individuals authorized to view video footage and, only after an incident has taken place. It was **MOVED** and **SECONDED** to adopt the privacy policy (attached) and to appoint the following individuals as privacy officers: Charlie Sweet, John Unger and Valarie Morris. **CARRIED**
- **LANDSCAPING** – Council has requested the landscaper to provide us with a report on suggested items that should be taken care of next year so council can add the proposed work to the budget.

- **SOCIAL COMMITTEE**

Social Committee Meeting November 30th, 2016 - Executive Summary

1. Cards and calendars:

We were very pleased with the sales of our cards and calendars. The moneys earned will help finance our many free events. An insert was delivered with each order thanking purchasers for their support and inviting them to contribute their own photos for later projects. We had been told that a new web page had been designed and could be used by residents who wanted to upload pictures. We passed this information along as part of the notice. Since then, however, we have found that image files at the resolution required if we wish to print 8X10 pictures, would quickly exceed the memory provided by most servers. Transferring the files to a memory stick would probably be the best way to store them until we are ready to use them. We need to find someone who would have the skills and time to visit our photographers and collect this data. Anyone interested in helping with this can call Carole at 778-565-7488.

2. The Front Room:

Residents have responded generously to this plea for warm clothing for the destitute and/or homeless in our community. Carol Greenidge and Bob Hurley have delivered three carloads and contributions continue to come in. Some residents have suggested that other charities could be considered next year. They have been asked to gather information and make their suggestions in a written submission.

3. Choral afternoon:

The choral afternoon hosted by the Chelsea Singers on November 26th was well received. The goodies that accompanied the coffee that was served after were in abundant supply. Cash donations to the food bank exceeded \$300. We were told that this will purchase \$1,500 in groceries since this charity gets preferential prices at local grocery stores.

4. New Year's events:

a) New Year's Dinner, December 31st, 5:30 for 6:30.

Plans are well in hand. We are trying something new this year and guests are being allowed to sign up for specific seats. If this works smoothly it may become the new norm.

b) New Year's Eve party, December 31st at 9:00

Sincerely Yours will once again provide the music. Margy and Zenon Jalbert have agreed to act as hosts. This is a **free event** and all are welcome to attend.

c) Polar Bear Swim, January 1st at 11:00

The coffee will be on by ten. We will have our usual menu: sausages, scrambled eggs, hash brown potatoes and coffee or tea at a cost of \$6.00 per person.

- **BY-LAWS** – The Strata Manager presented council with a draft of a suggested new bylaw dealing with the harassment of Chelsea Staff and contractors and it reads as follows:

“An owner cannot Interfere with, abuse, or direct the Chelsea Gardens Staff, Strata Manager or any contractor or contractor’s employees working on site at Chelsea Gardens.”

It was noted that such a bylaw would not be intended to prevent owners from interacting with staff, strata management or contractors but is intended to cover abuse and harassment. The Council was in favour of forwarding this draft bylaw to the Resolution Committee.

- **RV-LOT** – The Strata Manager will meet with the RV Committee to work on refining the rules and bylaws regarding tow vehicles and the definitions of RV’s.
- **ADMINISTRATION** – The Strata Cell phone is: 604-834-4578 and either John Unger or Val Morris is available 24/7. The Strata Cell phone is to be used for emergencies or very urgent matters only and no work requests will be taken over the phone. The CrossRoads after hours call centre will also contact the Strata Manager at any time should there be an emergency.

Our caretaker John Unger recently had his 6 month review and it was very positive and council thinks he has been doing an excellent job. John stated that he is very happy to be working at Chelsea Gardens.

8) NEW BUSINESS

- **Resolution Committee** – Appointed to the Resolution Committee will be Gary Kirkland, Zenon Jalbert, and Bernice Hutton. They will be seeking two owners to join them on this committee and a notice will be posted in January.
- **Nomination Committee** – Appointed to the Nomination Committee will be Charlie Sweet, and Bob Hurley. These individuals will be looking for an owner to join them on this committee and a notice will be posted in January.
- **Cell Reception Boosters** – It has been noted that the parking garages have absolutely no cell reception which causes issues in contacting the caretakers. A council member did some research and there may be boosters suitable to mitigate this problem. Uniden offers a site survey to see if our buildings will be compatible with their product. The Strata Manager will contact Uniden to schedule this.
- **Fire Courses for Caretakers** – BCIT provides a fire safety planning course and council thinks it would be a good idea for our caretakers to take the course. Once certified they will have better knowledge in maintaining fire protections systems and fire safety planning. The strata manager will investigate further on this course for our caretakers.
- **Recognizable Trades** – Recently there was a gas leak in one of the buildings. Fortis was called out to deal with the leak but upon arrival was not granted access by an owner. Council would like to note that it is good that owners are doing their due diligence in keeping strangers out, but when recognizable trades such as Fortis or BC Hydro wish to enter they are to be allowed access in case of emergencies.

- **Building Wash** – The Strata Manager presented a quotation for townhouse building washing in 2017 and was asked by Council to obtain an additional quote.
- **Strata Manager Holiday** – The Strata Manager noted to Council that he will be away until January 23rd and that Jesse Train will be handling any issues during his absence. Gerry Blanchard will deal with any matters that cannot be done by Jesse. Ross will monitor emails while away.
- **Emergency Contact Forms** – Owners have been submitting updated emergency contact information and their cooperation is appreciated. Please note that, in terms of the FOB number we are seeking, it is the number adjacent to the “SN” on the back of the FOB.

(9) ADJOURNMENT

- The meeting was adjourned at 3:25 PM.
- The next council meeting is Tuesday, January 24, 2016 at 1:00 PM – Clubhouse library

Ross Ruddick, Strata Manager - CrossRoads Management

Owners are advised that they should retain their printed copies of the minutes for future use. Should an owner decide to sell, most prospective buyers will usually request two years worth of minutes and, if you do not have them, there is a charge of .25 per page from CrossRoads for this service. Retaining the minutes will help you and/or the buyer avoid this charge.

**CrossRoads Management - EMERGENCY CONTACT
24 HOUR SERVICE -(778) 578-4445**

Calling afterhours for an emergency you will be asked to press “1”. This takes you to our afterhours 24/7 call centre who will then contact the Strata Manager (or their back-up) at home or cell phone.



Balance Sheet (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
November 2016
AS OF THE 9TH MONTH ENDING NOVEMBER 30, 2016

Page 1
12/13/2016
01:41 PM

Prepared For:
Strata Plan LMS 1416 - CRF

Prepared By:
Crossroads Management Ltd.
#1011 - 7445 132nd. Street
Surrey, BC V3W 1J8

ASSETS

1025-0000 Bank - Westminster - Contingency	352,473.20
1038-1046 Scotia GIC - 2.00% - Jan.25/17	150,000.00
1038-1058 Scotia GIC - 2.00% - May.27/17	100,000.00
1038-1090 WSCU GIC - 1.60% - Feb.16/18	100,000.00
1038-1099 WSCU GIC - 1.45% - Jun.22/17	100,000.00
1038-1102 WSCU GIC - 1.55% - Jul.27/17	200,000.00
1038-1124 WSCU GIC - 1.55% - Nov.19/17	150,000.00
1038-1125 WSCU GIC - 1.55% - Nov.19/17	150,000.00
1038-1126 WSCU GIC - 1.55% - Nov.19/17	150,000.00
1038-1127 WSCU GIC - 1.55% - Nov.19/17	150,000.00
1038-1128 WSCU GIC - 1.55% - Nov.19/17	150,000.00
1200-0000 Prepaid Insurance	48,261.47

TOTAL ASSETS

1,800,734.67

OWNERS' EQUITY

3500-0000 Net Income - Prior Years	1,590,131.09
3510-0000 Net Income - Current Year	210,603.58

TOTAL OWNERS' EQUITY

1,800,734.67

TOTAL LIABILITIES AND EQUITY

1,800,734.67

Date: DEC. 13/16
Accountant: [Signature]
Property Manager: [Signature]

Balance Sheet (Accrual)
CHELSEA - Operations - 02 - (lms1416)
November 2016

Page 1
12/13/2016
11:59 AM

AS OF THE 9TH MONTH ENDING NOVEMBER 30, 2016

Prepared For:
Strata Plan LMS1416
Surrey, BC

Surrey, BC

Prepared By:
Crossroads Management Ltd.
#1011 - 7445 132nd. Street
Surrey, BC V3W 1J8

ASSETS

1010-0000 Petty Cash	500.00
1013-0000 Bank Shares	5.00
1020-0000 Bank - Westminster - Chequing	127,490.91
1027-0000 Bank - Water Surcharge	67,002.55
1028-1300 Bank - Golf Tournament Funds	976.24
1029-0000 Bank - Apt Utilities	28,784.28
1030-0000 Bank - Exercise Room	1,121.83
1040-0000 Bank - Social Committee	10,702.94
1200-0000 Prepaid Insurance	49,226.72
1205-0000 Prepaid Expenses	1,810.16
1220-0000 Caretaker Suite	74,305.56
1221-0003 Tree Restitution S/D - Due July 2017	200.00
1300-0000 Accounts Receivable	1,420.82
1301-0039 A/R - Insurance Claim	345.89

TOTAL ASSETS

363,892.90

LIABILITIES

2010-0000 Accounts Payable	79,941.19
2014-0000 Accrued Water & Sewer	13,296.67
2017-0000 Social Committee Fund	10,702.94
2018-0000 Exercise Room	1,121.83
2019-0000 Golf Tournament Fund	976.24
2035-0000 Security Deposits	300.00
2040-0003 Due to Contingency-Insurance	48,261.47
2040-0011 Due to CRF -Insurance interest	965.25
2170-0000 Vacation Payable	1,584.13
2250-0000 Pre-Paid Fees	2,528.16

TOTAL LIABILITIES

159,677.88

OWNERS' EQUITY

3499-0000 Owners' Equity/Caretaker Suite	74,305.56
3500-0000 Net Income - Prior Years	33,901.68
3510-0000 Net Income - Current Year	72,832.34
3510-2000 Net Income - Utilities	22,565.32
3510-3000 Net Income - Water & Sewer	610.12

TOTAL OWNERS' EQUITY

204,215.02

TOTAL LIABILITIES AND EQUITY

363,892.90

Date: DEC. 13/16
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)
November 2016

AS OF THE 9TH MONTH ENDING NOVEMBER 30, 2016

Prepared For:
Strata Plan LMS1416
Surrey, BC

Surrey, BC

Prepared By:
Crossroads Management Ltd.
#1011 - 7445 132nd. Street
Surrey, BC V3W 1J8

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
4010-0000 Strata Fees	38,808.03	39,149.33	-341.30	-0.87	349,272.27	352,343.97	-3,071.70	-0.87	469,792.00
4012-0000 CRF Strata Fees - Apart	-10,837.83	-10,837.83	0.00	0.00	-97,540.47	-97,540.47	0.00	0.00	-130,054.00
4015-0000 Parking & Scooter Parki	190.00	125.00	65.00	52.00	1,935.00	1,125.00	810.00	72.00	1,500.00
4022-0000 Move in/out	0.00	83.33	-83.33	-100.0	1,200.00	749.97	450.03	60.01	1,000.00
4025-0000 Prior Year Surplus (Defic	3,061.42	3,061.42	0.00	0.00	27,552.78	27,552.78	0.00	0.00	36,737.00
TOTAL	31,221.62	31,581.25	-359.63	-1.14	282,419.58	284,231.25	-1,811.67	-0.64	378,975.00
OTHER									
4030-0000 Strata Fees	71,395.75	71,395.75	0.00	0.00	642,561.75	642,561.75	0.00	0.00	856,749.00
4032-0000 CRF Strata Fees - Town	-23,578.83	-23,578.83	0.00	0.00	-212,209.47	-212,209.47	0.00	0.00	-282,946.00
4034-2000 Bylaw Fines	-50.00	0.00	-50.00	0	0.00	0.00	0.00	0	0.00
4037-0000 Prior Year Surplus	4,780.42	4,780.42	0.00	0.00	43,023.78	43,023.78	0.00	0.00	57,365.00
TOTAL	52,547.34	52,597.34	-50.00	-0.10	473,376.06	473,376.06	0.00	0.00	631,168.00
OTHER									
4040-0000 Rental - Fireside Lounge	0.00	58.33	-58.33	-100.0	500.00	524.97	-24.97	-4.76	700.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	5,400.00	5,400.00	0.00	0.00	7,200.00
4050-0000 Rental - Guest Suites	0.00	541.67	-541.67	-100.0	9,900.00	4,875.03	5,024.97	103.0	6,500.00
4055-0000 R.V. Parking	675.00	750.00	-75.00	-10.00	6,090.00	6,750.00	-660.00	-9.78	9,000.00
4057-0000 Parking	90.00	0.00	90.00	0	90.00	0.00	90.00	0	0.00
4060-0000 Miscellaneous	0.00	25.00	-25.00	-100.0	27.38	225.00	-197.62	-87.83	300.00
4061-0000 Bylaw Fines	50.00	0.00	50.00	0	50.00	0.00	50.00	0	0.00
4062-0000 Dish and Cutlery Rental	0.00	0.00	0.00	0	25.00	0.00	25.00	0	0.00
4065-0000 Interest Income	156.95	75.00	81.95	109.2	1,380.49	675.00	705.49	104.5	900.00
4066-0000 Remote Control Sale	1,255.80	0.00	1,255.80	0	783.00	0.00	783.00	0	0.00
4084-0000 Keys	0.00	0.00	0.00	0	64.00	0.00	64.00	0	0.00
TOTAL OTHER	2,827.75	2,050.00	777.75	37.94	24,309.87	18,450.00	5,859.87	31.76	24,600.00
TOTAL INCOME	86,596.71	86,228.59	368.12	0.43	780,105.51	776,057.31	4,048.20	0.52	1,034,743.00
TOWNHOUSE EXPENSES									
6030-0000 Apt Janitor/Contract Ser	1,250.00	1,513.00	263.00	17.38	11,250.00	13,617.00	2,367.00	17.38	18,156.00
6208-0000 Building Maint. - Apartm	489.65	3,647.92	3,158.27	86.58	14,036.63	32,831.28	18,794.65	57.25	43,775.00
6215-0000 Equipment Maint.-Apart	4,145.74	3,605.00	-540.74	-15.00	32,448.62	32,445.00	-3.62	-0.01	43,260.00
6268-0050 Elevator Maint. - Apartm	1,096.56	901.25	-195.31	-21.67	10,365.22	8,111.25	-2,253.97	-27.79	10,815.00
6275-0000 Gate & Door Maint. - Ap	0.00	334.75	334.75	100.0	4,213.77	3,012.75	-1,201.02	-39.86	4,017.00
6279-0000 Garbage Pick-up - Apts.	1,708.26	1,505.83	-202.43	-13.44	13,765.00	13,552.47	-212.53	-1.57	18,070.00
TOTAL EXPS. BEFORE UTILITIES	8,690.21	11,507.75	2,817.54	24.48	86,079.24	103,569.75	17,490.51	16.89	138,093.00
COMMON EXPENSES									
LANDSCAPING & GROUNDS									
6415-0000 Landscape Contract	10,500.00	11,046.75	546.75	4.95	94,500.00	99,420.75	4,920.75	4.95	132,561.00
6425-0000 Drainage Repair & Maint	0.00	837.33	837.33	100.0	10,932.90	7,535.97	-3,396.93	-45.08	10,048.00
6435-0000 Plant Replacement & Im	0.00	2,404.67	2,404.67	100.0	13,378.00	21,642.03	8,264.03	38.19	28,856.00
6440-0000 Irrigation System	0.00	229.83	229.83	100.0	895.62	2,068.47	1,172.85	56.70	2,758.00
6455-0000 Snow Removal	0.00	901.25	901.25	100.0	0.00	8,111.25	8,111.25	100.0	10,815.00
TOTAL LANDS. & GROUNDS	10,500.00	15,419.83	4,919.83	31.91	119,706.52	138,778.47	19,071.95	13.74	185,038.00
REPAIR & MAINTENANCE- GENER									
6510-0000 Repair & Maintenance	6,373.50	2,489.17	-3,884.33	-156.0	13,023.12	22,402.53	9,379.41	41.87	29,870.00
6515-0000 Equipment Rep. & Maint	0.00	1,666.67	1,666.67	100.0	10,918.69	15,000.03	4,081.34	27.21	20,000.00
6520-0000 Supplies Equipment - Co	2,742.20	257.50	-2,484.70	-964.9	3,064.57	2,317.50	-747.07	-32.24	3,090.00
6525-0000 Supplies Maintenance-C	156.24	103.00	-53.24	-51.69	2,603.96	927.00	-1,676.96	-180.9	1,236.00
6530-0000 Supplies Cleaning - Com	0.00	103.00	103.00	100.0	651.81	927.00	275.19	29.69	1,236.00

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (Ims1416)
November 2016

AS OF THE 9TH MONTH ENDING NOVEMBER 30, 2016

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
6535-0000 Enterphone and Security	0.00	68.67	68.67	100.0	743.93	618.03	-125.90	-20.37	824.00
6560-0000 Gate Repair & Maint. - C	168.00	386.25	218.25	56.50	1,723.42	3,476.25	1,752.83	50.42	4,635.00
6565-0000 Pest Control - Common	472.37	515.00	42.63	8.28	5,352.05	4,635.00	-717.05	-15.47	6,180.00
TOTAL REPAIR & MAINT.	9,912.31	5,589.26	-4,323.05	-77.35	38,081.55	50,303.34	12,221.79	24.30	67,071.00
UTILITIES									
6576-0000 Electricity - Common	114.00	116.83	2.83	2.42	1,027.00	1,051.47	24.47	2.33	1,402.00
6577-0000 Electricity Ponds - Com	337.00	559.58	222.58	39.78	3,013.00	5,036.22	2,023.22	40.17	6,715.00
6580-0000 Electricity Stream - Com	316.00	405.00	89.00	21.98	2,804.00	3,645.00	841.00	23.07	4,860.00
6595-0000 Telephone Caretaker	67.20	166.67	99.47	59.68	599.20	1,500.03	900.83	60.05	2,000.00
TOTAL UTILITIES	834.20	1,248.08	413.88	33.16	7,443.20	11,232.72	3,789.52	33.74	14,977.00
RV LOT EXPENSES									
6640-0000 Repair & Maintenance -	483.00	85.83	-397.17	-462.7	665.91	772.47	106.56	13.79	1,030.00
6690-0000 Electricity - RV Lot	93.00	151.00	58.00	38.41	837.00	1,359.00	522.00	38.41	1,812.00
TOTAL OPERATING EXPS-RV LOT	576.00	236.83	-339.17	-143.2	1,502.91	2,131.47	628.56	29.49	2,842.00
RECREATION CENTRE - COMMON									
6710-0000 Bldg Repair & Maint-Rec	-3,826.27	267.83	4,094.10	1,528.	4,915.86	2,410.47	-2,505.39	-103.9	3,214.00
6712-0000 Equip. Rep. & Maint.-Clu	5,913.70	1,630.83	-4,282.87	-262.6	16,272.38	14,677.47	-1,594.91	-10.87	19,570.00
6715-0000 Lock Up Costs - Rec. Ce	135.00	125.00	-10.00	-8.00	1,515.00	1,125.00	-390.00	-34.67	1,500.00
6720-0000 Guest Suites Telephone-	246.69	197.42	-49.27	-24.96	2,056.35	1,776.78	-279.57	-15.73	2,369.00
6725-0000 Exercise Equip R & M-R	396.98	300.42	-96.56	-32.14	4,877.25	2,703.78	-2,173.47	-80.39	3,605.00
6730-0000 Workshop R & M-Rec. C	0.00	83.33	83.33	100.0	805.46	749.97	-55.49	-7.40	1,000.00
6735-0000 Pool Repair & Maint.-Re	0.00	1,336.83	1,336.83	100.0	8,090.25	12,031.47	3,941.22	32.76	16,042.00
6740-0000 Pool Supplies & Chem	0.00	257.50	257.50	100.0	3,279.58	2,317.50	-962.08	-41.51	3,090.00
6750-0000 Cleaning Supplies-Rec.	68.90	274.67	205.77	74.92	1,232.27	2,472.03	1,239.76	50.15	3,296.00
6755-0000 Window & Carpet Cleani	0.00	128.75	128.75	100.0	262.50	1,158.75	896.25	77.35	1,545.00
6764-0000 Electricity - Rec. Centre	1,622.00	1,998.92	376.92	18.86	13,968.00	17,990.28	4,022.28	22.36	23,987.00
6765-0000 Gas - Rec. Centre	810.80	904.58	93.78	10.37	6,555.84	8,141.22	1,585.38	19.47	10,855.00
TOTAL OPER. EXPS-REC. CENTRE	5,367.80	7,506.08	2,138.28	28.49	63,830.74	67,554.72	3,723.98	5.51	90,073.00
SALARIES & BENEFITS									
6820-0000 Caretaker Salary and Be	4,448.84	4,166.67	-282.17	-6.77	39,870.38	37,500.03	-2,370.35	-6.32	50,000.00
6830-0000 Caretaker Assistant Wag	1,380.34	1,364.00	-16.34	-1.20	13,676.01	12,276.00	-1,400.01	-11.40	16,368.00
6865-0000 R. C. Janitor Wages and	1,428.24	1,666.67	238.43	14.31	11,745.32	15,000.03	3,254.71	21.70	20,000.00
6870-0000 Janitorial Contract	0.00	166.67	166.67	100.0	0.00	1,500.03	1,500.03	100.0	2,000.00
6890-0000 Workers Compensation	0.00	150.00	150.00	100.0	1,016.25	1,350.00	333.75	24.72	1,800.00
TOTAL SALARIES & PAYROLL COS	7,257.42	7,514.01	256.59	3.41	66,307.96	67,626.09	1,318.13	1.95	90,168.00
OFFICE EXPENSES									
6910-0000 Equipment Rep. & Maint	0.00	33.33	33.33	100.0	0.00	299.97	299.97	100.0	400.00
6915-0000 Supplies	0.00	128.75	128.75	100.0	386.28	1,158.75	772.47	66.66	1,545.00
6920-0000 Telephone & Cable - Offi	420.15	309.00	-111.15	-35.97	3,664.66	2,781.00	-883.66	-31.77	3,708.00
6950-0000 Miscellaneous Exp. - Offi	0.00	41.67	41.67	100.0	0.00	375.03	375.03	100.0	500.00
TOTAL OFFICE EXPENSES	420.15	512.75	92.60	18.06	4,050.94	4,614.75	563.81	12.22	6,153.00
ADMINISTRATION									
6965-0000 Audit - Admin.	0.00	429.17	429.17	100.0	0.00	3,862.53	3,862.53	100.0	5,150.00
6970-0000 AGM Expenses - Admin.	0.00	360.50	360.50	100.0	5,148.72	3,244.50	-1,904.22	-58.69	4,326.00
6975-0000 Council Expenses - Adm	0.00	145.92	145.92	100.0	328.35	1,313.28	984.93	75.00	1,751.00
6980-0000 Legal Expenses	0.00	833.33	833.33	100.0	169.52	7,499.97	7,330.45	97.74	10,000.00
6984-0000 Postage and Printing	995.04	1,115.83	120.79	10.83	11,694.54	10,042.47	-1,652.07	-16.45	13,390.00
6990-0000 Insurance Premiums	16,087.17	16,087.17	0.00	0.00	144,784.53	144,784.53	0.00	0.00	193,046.00
6992-0000 Insurance Carrying Char	321.75	321.75	0.00	0.00	2,895.75	2,895.75	0.00	0.00	3,861.00
6995-0000 Licenses & Permits - Ad	0.00	66.67	66.67	100.0	331.00	600.03	269.03	44.84	800.00
7000-0000 Management Fees	5,254.20	5,354.92	100.72	1.88	47,287.80	48,194.28	906.48	1.88	64,259.00
7005-0000 Membership Fees-Admi	0.00	29.17	29.17	100.0	0.00	262.53	262.53	100.0	350.00
7010-0000 Property Taxes - Admin.	0.00	100.00	100.00	100.0	316.00	900.00	584.00	64.89	1,200.00
7020-0000 Security - Admin.	2,687.01	2,824.33	137.32	4.86	18,014.32	25,418.97	7,404.65	29.13	33,892.00
7025-0000 Bank Charges	10.00	12.50	2.50	20.00	90.00	112.50	22.50	20.00	150.00
7030-0000 Strata Web Site	0.00	66.67	66.67	100.0	359.33	600.03	240.70	40.11	800.00
7050-0000 Miscellaneous	70.00	20.83	-49.17	-236.0	3,172.95	187.47	-2,985.48	-1,592	250.00
7051-0000 Statutory Financial Revi	0.00	0.00	0.00	0	176.40	0.00	-176.40	0	0.00
TOTAL ADMINISTRATION EXPENSE	25,425.17	27,768.76	2,343.59	8.44	234,769.21	249,918.84	15,149.63	6.06	333,225.00
TOTAL COMMON EXPENSES	60,293.05	65,795.60	5,502.55	8.36	535,693.03	592,160.40	56,467.37	9.54	789,547.00

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)
November 2016

AS OF THE 9TH MONTH ENDING NOVEMBER 30, 2016

	<u>MTD Actual</u>	<u>MTD Budget</u>	<u>\$ Var.</u>	<u>% Var.</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>\$ Var.</u>	<u>% Var.</u>	<u>Annual</u>
TOTAL EXPENSES	100,293.90	86,228.60	-14,065.30	-16.31	707,273.17	776,057.40	68,784.23	8.86	1,034,743.00
NET INCOME (LOSS)	-13,697.19	-0.01	-13,697.18	-136.9	72,832.34	-0.09	72,832.43	80.92	0.00
REVENUE UTILITIES									
Revenue - Apartment Utilities									
9260-0000 Utilities Income - Apts.	11,239.58	11,239.58	0.00	0.00	101,156.22	101,156.22	0.00	0.00	134,875.00
9262-0000 Utilities Interest Income	32.21	0.00	32.21	0	171.87	0.00	171.87	0	0.00
9264-0000 Prior Year Surplus (Defic	0.00	105.33	-105.33	-100.0	1,263.54	947.97	315.57	33.29	1,264.00
Total Apartment Utilities	11,271.79	11,344.91	-73.12	-0.64	102,591.63	102,104.19	487.44	0.48	136,139.00
UTILITY EXPENSES									
Electricity									
9360-0000 Electricity Kens & Mayfai	2,668.00	2,849.92	181.92	6.38	24,012.00	25,649.28	1,637.28	6.38	34,199.00
9365-0000 Electricity Windsor	1,673.00	1,836.08	163.08	8.88	15,057.00	16,524.72	1,467.72	8.88	22,033.00
Total Electricity - Apart.	4,341.00	4,686.00	345.00	7.36	39,069.00	42,174.00	3,105.00	7.36	56,232.00
Gas - Apartments									
9410-0000 Gas - Mayfair	1,434.77	1,613.42	178.65	11.07	10,183.11	14,520.78	4,337.67	29.87	19,361.00
9420-0000 Gas - Kensington	2,223.29	2,371.92	148.63	6.27	14,636.92	21,347.28	6,710.36	31.43	28,463.00
9430-0000 Gas - Windsor	2,560.90	2,658.67	97.77	3.68	16,137.28	23,928.03	7,790.75	32.56	31,904.00
Total Gas - Apartment	6,218.96	6,644.01	425.05	6.40	40,957.31	59,796.09	18,838.78	31.51	79,728.00
TOTAL UTILITIES - APARTMENT	10,559.96	11,330.01	770.05	6.80	80,026.31	101,970.09	21,943.78	21.52	135,960.00
NET INCOME (LOSS) UTILITIES	711.83	14.90	696.93	4,677.	22,565.32	134.10	22,431.22	16.72	179.00
REVENUE - WATER INCOME									
9650-0000 Water - Apartments	5,894.42	5,894.42	0.00	0.00	53,049.78	53,049.78	0.00	0.00	70,733.00
9700-0000 Water - Townhouses	8,620.58	8,657.42	-36.84	-0.43	77,585.22	77,916.78	-331.56	-0.43	103,889.00
9725-0000 Water - Interest Income	66.02	0.00	66.02	0	353.37	0.00	353.37	0	0.00
9745-0000 Prior Year Surplus (Defic	0.00	-1,253.08	1,253.08	100.0	-15,037.18	-11,277.72	-3,759.46	-33.34	-15,037.00
TOTAL WATER INCOME	14,581.02	13,298.76	1,282.26	9.64	115,951.19	119,688.84	-3,737.65	-3.12	159,585.00
WATER EXPENSE									
9850-0000 Water Usage	13,296.67	13,296.67	0.00	0.00	115,341.07	119,670.03	4,328.96	3.62	159,560.00
TOTAL WATER	13,296.67	13,296.67	0.00	0.00	115,341.07	119,670.03	4,328.96	3.62	159,560.00
NET INCOME (LOSS) WATER	1,284.35	2.09	1,282.26	61.35	610.12	18.81	591.31	3,143.	25.00

**Personal Information Protection
Private Sector Privacy Legislation
Personal Information Protection Policy**

**Chelsea Gardens – LMS 1416
Personal Information Protection Policy**

At Chelsea Gardens, we are committed to providing our residents with exceptional service. As providing this service involves the collection, use and disclosure of some personal information about our residents, protecting their personal information is one of our highest priorities.

While we have always respected our resident's privacy and safeguarded their personal information, we have strengthened our commitment to protecting personal information as a result of British Columbia's *Personal Information Protection Act* (PIPA). PIPA, which came into effect on January 1, 2004, sets out the ground rules for how B.C. businesses and not-for-profit organizations may collect, use and disclose personal information.

We will inform our residents of why and how we collect, use and disclose their personal information, obtain their consent where required, and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

This Personal Information Protection Policy, in compliance with PIPA, outlines the principles and practices we will follow in protecting resident's personal information. Our privacy commitment includes ensuring the accuracy, confidentiality, and security of our resident's personal information and allowing our residents to request access to, and correction of, their personal information.

Scope of this Policy

This Personal Information Protection Policy applies to Chelsea Gardens Strata Corporation, LMS 1416.

This policy also applies to any service providers collecting, using or disclosing personal information on behalf of Chelsea Gardens Strata Corporation, LMS 1416. This would include, but may not be limited to, The Strata Management company providing Strata Management services to Chelsea Gardens Strata Corporation, LMS 1416.

Definitions

Personal Information – means information about an identifiable *individual including name, address, phone number(s), banking information for payment of strata fees, emergency contact information.*

Privacy Officer – means the individual designated responsibility for ensuring that Chelsea Gardens Strata Corporation, LMS 1416 complies with this policy and PIPA.

Resident – A resident is someone residing at Chelsea Gardens and may be an owner, a spouse or partner of an owner, a relative of an owner or a tenant, or spouse, partner or relative of a tenant.

Policy 1 – Collecting Personal Information

- 1.1 Unless the purposes for collecting personal information are obvious and the resident voluntarily provides his or her personal information for those purposes, we will communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection.
- 1.2 We will only collect resident information that is necessary to fulfill the following purposes:
 - To establish ownership/occupancy of a strata lot
 - To obtain contact information other than the civic address
 - To deliver requested services
 - To send out strata corporation information;
 - To meet regulatory requirements;
 - To collect and process strata fee and levy payments;

Policy 2 – Consent

- 2.1 We will obtain resident consent to collect, use or disclose personal information (except where, as noted below, we are authorized to do so without consent).
- 2.2 Consent can be provided, *orally, in writing, electronically, through an authorized representative* or it can be implied where the purpose for collecting using or disclosing the personal information would be considered obvious and the resident voluntarily provides personal information for that purpose.
- 2.3 Consent may also be implied where a resident is given notice and a reasonable opportunity to opt-out of his or her personal information being used for mail-outs, and the resident does not opt-out.
- 2.4 Subject to certain exceptions (e.g., the personal information is necessary to provide the service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), residents can withhold or withdraw their consent for Chelsea Gardens to use their personal information in certain ways. A resident decision to withhold or withdraw their consent to certain uses of personal information may restrict our ability to provide a particular service or product. If so, we will explain the situation to assist the resident in making the decision.
- 2.5 We may collect, use or disclose personal information without the residents knowledge or consent in the following limited circumstances:
 - When the collection, use or disclosure of personal information is permitted or required by law;
 - In an emergency that threatens an individual's life, health, or personal security;

- When the personal information is available from a public source (e.g., a telephone directory);
- When we require legal advice from a lawyer;
- For the purposes of collecting a debt;
- To protect ourselves from fraud;
- To investigate an anticipated breach of an agreement or a contravention of law

Policy 3 – Using and Disclosing Personal Information

3.1 We will only use or disclose resident personal information where necessary to fulfill the purposes identified at the time of collection *or for a purpose reasonably related to those purposes such as:*

- To conduct resident surveys in order to enhance the provision of our services;
- To contact our residents directly about products and services that may be of interest

3.2 We will not use or disclose resident personal information for any additional purpose unless we obtain consent to do so.

3.3 We will not sell resident lists or personal information to other parties unless resident contact information is required in order for staff or a contractor to do work in a unit.

Policy 4 – Retaining Personal Information

4.1 If we use resident personal information to make a decision that directly affects the resident, we will retain that personal information for at least one year so that the resident has a reasonable opportunity to request access to it.

4.2 Subject to policy 4.1, we will retain resident personal information only as long as necessary to fulfill the identified purposes or a legal or business purpose.

Policy 5 – Ensuring Accuracy of Personal Information

5.1 We will make reasonable efforts to ensure that resident personal information is accurate and complete where it may be used to make a decision about the resident or disclosed to another organization.

5.2 Residents may request correction to their personal information in order to ensure its accuracy and completeness. A request to correct personal information must be made in writing and provide sufficient detail to identify the personal information and the correction being sought.

A request to correct personal information should be forwarded to the Privacy Officer or Strata Manager.

5.3 If the personal information is demonstrated to be inaccurate or incomplete, we will correct the information as required and send the corrected information to any organization to which we disclosed the personal information in the previous year. If the correction is not made, we will note the resident correction request in the file.

Policy 6 – Securing Personal Information

6.1 We are committed to ensuring the security of resident personal information in order to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.

6.2 The following security measures will be followed to ensure that resident personal information is appropriately protected:

The use of locked filing cabinets; physically securing offices where personal information is held; the use of user IDs, passwords, encryption, firewalls; restricting employee access to personal information as appropriate (i.e., only those that need to know will have access; contractually requiring any service providers to provide comparable security measure.)

- 6.3 We will use appropriate security measures when destroying resident's personal information such as *shredding documents, and deleting electronically stored information.*
- 6.4 We will continually review and update our security policies and controls as technology changes to ensure ongoing personal information security.
- 6.5 We will ensure that any video surveillance footage or tracking of entry/exits provided by the access control system is only reviewed upon a report of an incident that may be criminal or a breach of the bylaws of the Strata Corporation. An exception will be that video of the public spaces in the clubhouse may be live monitored after the clubhouse is closed to residents and the public.

Policy 7 – Providing Residents Access to Personal Information

- 7.1 Residents have a right to access their personal information, subject to limited exceptions. A full listing of the exceptions to access can be found in section 23 of PIPA. Some examples include: solicitor-client privilege, disclosure would reveal personal information about another individual, health and safety concerns.
- 7.2 A request to access personal information must be made in writing and provide sufficient detail to identify the personal information being sought. A request to access personal information should be forwarded to the Privacy Officer or the Strata Manager.
- 7.3 Upon request, we will also tell residents how we use their personal information and to whom it has been disclosed if applicable.
- 7.4 We will make the requested information available within 30 business days, or provide written notice of an extension where additional time is required to fulfill the request.
- 7.5 A minimal fee may be charged for providing access to personal information. Where a fee may apply, we will inform the resident of the cost and request further direction from the resident on whether or not we should proceed with the request.
- 7.6 If a request is refused in full or in part, we will notify the resident in writing, providing the reasons for refusal and the recourse available to the resident.


Policy 8 – Questions and Complaints: The Role of the Privacy Officer or designated individual

- 8.1 The Privacy Officer or Strata Manager is responsible for ensuring Chelsea Gardens compliance with this policy and the *Personal Information Protection Act*.
- 8.2 Residents should direct any complaints, concerns or questions regarding Chelsea Gardens compliance in writing to the Privacy Officer. If the Privacy Officer is unable to resolve the concern, the resident may also write to the Information and Privacy Commissioner of British Columbia.

Contact information for Chelsea Gardens Privacy Officer will be noted on the minutes.

Chelsea Gardens

JANUARY EVENTS CALENDAR

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1 POLAR BEAR SWIM	2 Billiards 2:00 Cribbage 2:00 Ladies Snooker 7:00 Canasta 6:45	3 Bridge 6:30 Bible Study 7:30	4 Coffee 9:45 Whist 7:00 Poker 7:00	5 Fun Dance 3:30 Bridge 6:30 Euchre 7:00	6 Horses 4:00 Pub Night 5:00	7
8	9 Billiards 2:00 Cribbage 2:00 Ladies Snooker 7:00 Canasta 6:45	10 Bridge 6:30 Bible Study 7:30	11 Coffee 9:45 Whist 7:00 Poker 7:00	12 Fun Dance 3:30 Bridge 6:30 Euchre 7:00	13 Horses 4:00 Pub Night 5:00	14
15	16 Billiards 2:00 Cribbage 2:00 Ladies Snooker 7:00 Canasta 6:45	17 Bridge 6:30 Bible Study 7:30	18 Coffee 9:45 Whist 7:00 Poker 7:00	19 Fun Dance 6:30 Euchre 7:00	20 Horses 4:00 Pub Night 5:00 Cash Bar and Sing-along	21
22	23 Billiards 2:00 Cribbage 2:00 Ladies Snooker 7:00 Canasta 6:45	24 Bridge 6:30 Bible Study 7:30	25 Coffee 9:45 Whist 7:00 Poker 7:00	26 Fun Dance 6:30 Euchre 7:00	27 Horses 4:00 Pub Night 5:00	28
29	30 Billiards 2:00 Cribbage 2:00 Ladies Snooker 7:00 Canasta 6:45	31 Bridge 6:30 Bible Study 7:30	EXERCISES IN THE FIRESIDE LOUNGE 9:00AM MONDAY & THURSDAY, WEIGHTS & BANDS TUESDAY & FRIDAY, OSTEO			
						
SUNDAY, JANUARY 1ST POLAR BEAR SWIM FOLLOWED BY BREAKFAST FRIDAY JANUARY 20TH 5:00PM, SING-ALONG AND CASH BAR						